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Subject: StRAP Implementation Update and Request - Please send feedback by Feb 21st

Attachments: RA process timeline Feb 7-2019.pptx; NERL Process Identifying Output Leads for RACTs.docx; Draft Table for Possible

Output Lead Identification.xlsx; StRAP Implementation Questions and Answers 2-7-19.docx

NERL Managers,

Here are a few updates and a request on StRAP Implementation:

## 1. Revised Timeline

Attached is a PowerPoint file with a revised timeline for Implementation Planning. The new deadline for identifying Research Area Coordination Team (RACT) members is March 1<sup>st</sup>. The deadline for identifying Output Leads is March 29<sup>th</sup>. An initial draft of Products is due May 10<sup>th</sup>, with the goal of finalizing the Research Area Description templates by September 13<sup>th</sup>.

## 2. NERL Output Lead Identification Process

Also attached is a NERL process for identifying Output Leads. Since there is no standard process across ORD for identifying Output Leads, we have developed this process for NERL. We have worked with other labs and centers to try to make our process as similar as possible to theirs. Our goal is identify a NERL agreed-upon set of Output Leads by March 1<sup>st</sup>. This will allow us to populate the RACTs primarily with Output Leads, which will help keep the teams smaller and more agile.

## 3. Output Lead Nomination Table

The third file attached in an Excel table that the RPDIS team has assembled using the Output Contribution Table and discussions with you and your teams. You may recall that late last year we asked the Branch Chiefs to discuss Output participation and leadership interest with their staffs, and add the corresponding information to the Output Contribution Table. We have included that information in the Output Lead Nomination Table, so for the most part this table should reflect our scientists' interest in the Outputs. We are asking that you review the nominations on the table for those in your Division and do three things:

- A. In Column G ("Possible Output Lead"), please add names of other staff you'd like to nominate, identify a specific person if there's just a Division listed, and remove any staff you think should not be listed as an Output Lead nominee
- B. In Column H ("Rank if person nominated to lead multiple Outputs"), please look across your division and if one person is listed as a possible lead for multiple Outputs in Column G, rank which Output the proposed lead would prefer to lead the most. For example, if "Bob" was listed as a possible lead for Outputs X, Y and Z, then the table might have a 1 in Column H for Output X, a 2 for Output Y and a 3 for Output Z. That way our ALDs will know which Outputs people prefer to lead the most and they can advocate for those leadership positions.
- C. In Column F, please add any staff we may have originally missed that may be interested in contributing to the Output.

Division Directors / Deputy Division Directors - Please send me feedback for your Division no later than COB February 21<sup>st</sup>.

## 4. Frequently Asked Questions

The new Research Program structure and the processes we are using can be confusing. We have begun to develop a Frequently Asked Questions document that is posted on our <u>RPIDS Corner Implementation Planning</u> Site. I have attached the FAQs – let me know what questions and answers we can add to help clarify things.

Feel free to contact me with questions.

**US Environmental Protection Agency** 

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| Thanks,  |
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